

## LTAP Center Annual Report – July 1, 2003 – June 30, 2004

LTAP Center Name: **Montana Local Technical Assistance Program**

Mailing Address: **PO Box 173910**

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Telephone: (phone # that can be used by anyone in-state/out-of-state): **(800) 541-6671**

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E-mail: (use one main e-mail contact for your center): **MTLTAP@coe.montana.edu**

Staff: List your current LTAP Center staff by name, position, percent of time they work for your center's LTAP operations and personal e-mail

**Steven V. Jenkins**     **Director**     **100%**     [stevenj@coe.montana.edu](mailto:stevenj@coe.montana.edu)

**Donnetta Bohrman**     **Conference Coordinator/Accounting Technician**     **100%**  
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LTAP Center Web Site: **www.coe.montana.edu/ltap**

Name of Center Newsletter: **LTAP MATTERS**

Quarterly newsletters were published in July 2003, October 2003, January 2004 and April 2004. Articles included: *14<sup>th</sup> Annual Snow Rodeo & Equipment Training, Annual Calendar, Winter Maintenance, Trench Safety, Work Zone Safety, Crosswalk Safety, Roads Scholar, Gravel Roads, Culvert Inspection, MACRS 2004 Conference, Equipment Training, ITRE Workshops, APWA Rocky Mountain Workshop, New Publications, Software and Videos.*

Primary contact: List the primary contact person for your center (The primary contact will be the person designated to receive information from the Clearinghouse for your center. ): **Donnetta Bohrman**

Year LTAP Center established: **1983**

## LTAP Mission Statement

The mission of the Montana Local Technical Assistance Program is to foster a safe, effective and environmentally sound roadway system by improving the skills, knowledge and understanding of local transportation providers and users through training, technical assistance and technology transfer. Areas of emphasis include: winter maintenance, safety information, equipment operations and traffic operations. LTAP is funded by the Federal Highway Administration, Montana Department of Transportation, House Bill 359 and Montana State University for a total of over \$300,000. LTAP assists local and state governments with understanding new technologies that affect transportation. In Montana, LTAP has focused on assisting county road offices and city street departments in road and bridge maintenance and repair. By sharing technical information and improving the distribution of this information, the program promotes efficient use of local transportation agencies' scarce resources.

Financial Partners: Check all financial partners that funded your LTAP operations this calendar year.

<b>X</b>	FHWA LTAP
<b>X</b>	State DOT
<b>X</b>	Self-generated (course fees)
<b>X</b>	University
<b>X</b>	Other (list): State Gas Tax

## Mailing List: List the number of contacts in each of these categories

<b>198</b>	Federal – Includes FHWA division, resource center and headquarters; other federal agencies.
<b>254</b>	State – Includes state DOT headquarters and districts, other state agencies
<b>877</b>	Local/Tribal – Includes all local/tribal government agencies
<b>259</b>	Other – Includes private sector, associations, others
<b>1,588</b>	<b>TOTAL</b>

## Materials Distribution and Technical Assistance

<b>8,393</b>	Publications – Includes technical reports, reprints, manuals, handbooks
<b>180</b>	Videotapes
<b>19</b>	Software
<b>4,067</b>	Other materials – Includes CD-ROMs, Web site hits, etc.

## Technical Assistance

<b>265</b>	Field Assistance (Includes technical assistance rendered in the field)
<b>415+</b>	Office Assistance (Includes info given over the phone, fax, e-mail from office)

### ***Workshops/Training Sessions***

The emphasis of training is to assist state, county, and local officials in their duties. This year 74 workshops/training sessions were conducted for 2,045 attendees. A wide variety of workshop topics were offered, including: Winter Travel/Survival, Forklift Operations, Equipment Training, Work Zone Traffic Control and Flagging, Work Zone Safety, Leadership Training, Gravel Roads, Summer Survival, PASER, Drainage & Trenching, Culvert Placement, Incident Management, Public Relations and Interpersonal Relationships.

### **Training Programs:**

<b>Workshop</b>	<b># Conducted</b>	<b># hours</b>	<b>Total # of hours</b>	<b>Total # of Attendees</b>
Work Zone / Traffic Control Flagging	30.0	6.0	180.0	730
Winter Travel/Survival	2.0	4.0	16.0	24
Winter Maintenance & Trenching	5.0	6.0	30.0	109
Forklift	3.0	4.0	12.0	87
Motor Grader-Gravel Roads / Snow Plow	5.0	8.0	40.0	203
Drainage & Trenching / Culvert Placement	5.0	8.0	40.0	112
BNSF Flagger Certification	3.0	8.0	24.0	120
Technical Leadership	2.0	8.0	16.0	67
Paser Training	1.0	8.0	8.0	3
Incident Management	1.0	8.0	8.0	25
Summer Survival	1.0	4.0	4.0	29
Team Building	1.0	4.0	4.0	5
Public Relations / Interpersonal Relationships	1.0	4.0	4.0	85
<b>TOTAL : Workshops</b>	<b>74.0</b>	<b>88.0</b>	<b>500.0</b>	<b>2,045</b>

### **Other Training Events (includes conferences)**

<b>Seminar/Conference</b>	<b># conducted by "days"</b>	<b># of hours</b>	<b>Total # of hours</b>	<b>Total # of Attendees</b>
Montana Assoc. of County Rd Supervisors	4 days	8.0	32.0	235
2 <sup>nd</sup> Annual Safety Congress	3 days	8.0	24.0	105
14 <sup>th</sup> Annual Equipment Operators Training	2 days	8.0	16.0	54
Snow Rodeo	1 day	8.0	8.0	57
APWA: Leadership	1 day	8.0	8.0	32
League of Cities & Towns	2 days	8.0	16.0	70
<b>TOTAL: 5 Seminars/Conferences</b>	<b>13 days</b>	<b>48.0</b>	<b>104.0</b>	<b>553</b>

<b>TOTAL from Workshop/Seminars:</b>	<b>5 seminars/74 workshops 87.0</b>	<b>136.0</b>	<b>604.0</b>	<b>2,598</b>
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### ***Technical Assistance***

Sam Gianfrancisco is the LTAP field engineer. He provides training and technical visits for local government. Carl Thompson, Lisa Simms and Bart Kraus are field representatives for the Center. They are each certified to teach workzone.

Budget Summary By Task table shows the breakdown of costs by tasks per quarter.

### **BUDGET SUMMARY BY TASK**

<b>Task</b>	<b>1<sup>st</sup> Quarter Charges</b>	<b>2<sup>nd</sup> Quarter Charges</b>	<b>3<sup>rd</sup> Quarter Charges</b>	<b>4<sup>th</sup> Quarter Charges</b>	<b>Year-to-date Actual Charges</b>
<b>Mailing List</b>	<b>719.07</b>	<b>853.70</b>	<b>493.86</b>	<b>41.29</b>	<b>2,107.93</b>
<b>Newsletter</b>	<b>2310.54</b>	<b>3730.11</b>	<b>2419.77</b>	<b>82.56</b>	<b>8,542.98</b>
<b>Technology Transfer Materials</b>	<b>2040.54</b>	<b>3251.50</b>	<b>2482.56</b>	<b>1348.62</b>	<b>9,123.22</b>
<b>Information/Tec hnical Assistance</b>	<b>3324.73</b>	<b>8037.81</b>	<b>8379.00</b>	<b>12174.30</b>	<b>31,915.84</b>
<b>Seminars/Traini ng Sessions</b>	<b>36998.87</b>	<b>48953.16</b>	<b>37695.20</b>	<b>57927.54</b>	<b>181,574.77</b>
<b>Evaluation</b>	<b>1452.02</b>	<b>1603.68</b>	<b>1146.90</b>	<b>658.45</b>	<b>4,861.04</b>
<b>Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>4901.22</b>	<b>0.00</b>	<b>4,901.22</b>
<b>Other Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Costs</b>	<b>46,845.77</b>	<b>66,429.96</b>	<b>57,518.51</b>	<b>72,232.76</b>	<b>\$243,027.00</b>

### ***Summary***

The current status of the Federal Highway legislation caused uncertainty in the funding of the program during 2003. There were also some issues with the university overhead rate that wasn't charged until the end of the year. Pursuant to these constraints, an extension was requested and not needed.

This years training was successful. The quality and number of workshops and technical assistance visits was high. There was good coordination between MDT and the Local Governments. Participation was excellent. Comments from those who attended and implemented the training were positive.